

## **INTERNAL SERVICE FUNDS**

Internal Service Funds are used to finance and account for special activities and services performed by a department for other departments in a cost reimbursement basis.

### **FLEET MANAGEMENT FUND 390**

City vehicles and equipment are maintained by both City equipment mechanics and by contracts to local vendors for more specialized maintenance work, such as major transmission and air conditioning repairs. Funds are collected on an annual basis through each affected department's operating budget and deposited in a Fleet Management Fund. City vehicles and equipment are replaced according to a number of factors, such as the age of the vehicle, mileage, maintenance history, and major cost avoidance. Funds for replacement are also collected annually from each affected department; with dollar amounts determined by the vehicle's estimated "life" and estimated replacement cost.

### **STORES INVENTORY FUND 395**

This fund accounts for the City's Warehouse and Central Stores operations. The source of revenue is a reimbursement of costs for items purchased by other departments.

### **TECHNOLOGY REPLACEMENT FUND 393**

In 2001 Council approved a fully funded Technology Replacement Fund in order to accumulate monies on an annual basis for computer equipment replacement in accordance with a reasonable replacement schedule. In addition, as funding allows, staff is also continuing to work toward replacement of outdated office equipment and installing ergonomic workstations. Funds are collected on an annual basis through each affected department's operating budget and deposited in the Technology Replacement Fund.

The budget reflects a reduction in annual payments to the Technology Replacement fund of \$107,000 annually. This is possible due to the health of the fund (\$1.2 million fund balance) and the infusion of new technology over the past couple years. The replacement fund has been a very successful program. During fiscal year 2003, approximately 12 personal computers were replaced each month, in addition to replacing major network equipment as warranted. This fund has enabled the City to modernize its technology thus maximizing productivity.

### **WORKERS COMPENSATION FUND 231**

This fund is a depository for contributions made from the General Fund to provide an appropriate reserve to pay insurance claims. The City is self-insured for amounts up to \$250,000 per claim. The amount of the reserve and the required annual transfer is determined by the Director of Finance, based on experience and consultation with the Risk Manager.

# FLEET MGMT INTERNAL SERVICE 390

## EXPENDITURES

	FY 2002 ACTUAL	FY 2003 BUDGET	FY 2004 ADOPTED	FY 2005 ADOPTED
Personnel Services	619,540	675,600	845,138	902,897
Supplies and Services	1,323,155	2,580,845	2,202,029	2,202,029
Other Expenses	1,232,299	900	900	900
Capital	32,173	1,933,297	1,352,563	1,322,563
Transfers Out	92,995	92,995	95,495	29,562
<b>EXPENDITURE TOTALS</b>	<b>\$3,300,162</b>	<b>\$5,283,637</b>	<b>\$4,496,125</b>	<b>\$4,457,951</b>

## REVENUES

	FY 2002 ACTUAL	FY 2003 PROJECTED	FY 2004 ESTIMATED	FY 2005 ESTIMATED
Use of Money & Property	112,128	126,790	163,739	163,739
Other Revenue	4,284,130	5,528,662	5,145,682	5,155,387
Transfers In	9,422	0	0	0
<b>REVENUE TOTALS</b>	<b>\$4,405,680</b>	<b>\$5,655,452</b>	<b>\$5,309,421</b>	<b>\$5,319,126</b>

## FLEET MANAGEMENT INTERNAL SERVICE

### AUTHORIZED POSITIONS

	FY 1999	FY 2000	FY 2001	FY 2002	FY2003	FY 2004	FY2005
Fleet Manager	1	1	1	1	1	1	1
Administrative Office Specialist	1	1	1	0	0	0	0
Equipment Mechanic	5	5	5	5	5	5	5
Fire Apparatus Mechanic	1	1	1	1	1	1	1
Fiscal Office Specialist	0	0	0	1	1	1	1
Mechanic Assistant	0	0	0	0	0	2	2
Senior Equipment Maintenance Spvsr	0	0	0	1	1	1	1
Senior Equipment Mechanic	1	1	1	1	1	1	1
<b>Total Permanent FTE's</b>	<b>9</b>	<b>9</b>	<b>9</b>	<b>10</b>	<b>10</b>	<b>12</b>	<b>12</b>
<b>Total Hourly FTE's</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Total FTE's</b>	<b>9</b>	<b>9</b>	<b>9</b>	<b>10</b>	<b>10</b>	<b>12</b>	<b>12</b>

# STORES INVENTORY FUND 395

## EXPENDITURES

	FY 2002 ACTUAL	FY 2003 BUDGET	FY 2004 ADOPTED	FY 2005 ADOPTED
Other Expenses	173,051	2,978	2,978	2,978
Transfers Out	0	0	15,000	15,000
<b>EXPENDITURE TOTALS</b>	<b>\$173,051</b>	<b>\$2,978</b>	<b>\$17,978</b>	<b>\$17,978</b>

## REVENUES

	FY 2002 ACTUAL	FY 2003 PROJECTED	FY 2004 ESTIMATED	FY 2005 ESTIMATED
Use of Money & Property	4,275	2,230	2,673	2,673
Other Revenue	171,392	100	0	0
<b>REVENUE TOTALS</b>	<b>\$175,667</b>	<b>\$2,330</b>	<b>\$2,673</b>	<b>\$2,673</b>

# TECHNOLOGY REPLACEMENT FUND 393

## EXPENDITURES

	FY 2002 ACTUAL	FY 2003 BUDGET	FY 2004 ADOPTED	FY 2005 ADOPTED
Supplies and Services	0	15,000	0	0
Capital	187,900	395,000	500,000	500,000
<b>EXPENDITURE TOTALS</b>	<b>\$187,900</b>	<b>\$410,000</b>	<b>\$500,000</b>	<b>\$500,000</b>

## REVENUES

	FY 2002 ACTUAL	FY 2003 PROJECTED	FY 2004 ESTIMATED	FY 2005 ESTIMATED
Use of Money & Property	51,990	9,810	49,684	49,684
Other Revenue	646,800	646,800	539,700	539,700
<b>REVENUE TOTALS</b>	<b>\$698,790</b>	<b>\$656,610</b>	<b>\$589,384</b>	<b>\$589,384</b>

# WORKERS COMPENSATION FUND 231

## EXPENDITURES

	FY 2002 ACTUAL	FY 2003 BUDGET	FY 2004 ADOPTED	FY 2005 ADOPTED
Supplies and Services	222,182	379,206	528,265	528,265
Other Expenses	1,529,410	1,928,694	1,799,123	1,799,123
Transfers Out	0	451,000	0	0
<b>EXPENDITURE TOTALS</b>	<b>\$1,751,592</b>	<b>\$2,758,900</b>	<b>\$2,327,388</b>	<b>\$2,327,388</b>

## REVENUES

	FY 2002 ACTUAL	FY 2003 PROJECTED	FY 2004 ESTIMATED	FY 2005 ESTIMATED
Other Revenue	1,854,829	1,856,900	2,327,388	2,327,388
<b>REVENUE TOTALS</b>	<b>\$1,854,829</b>	<b>\$1,856,900</b>	<b>\$2,327,388</b>	<b>\$2,327,388</b>